

MEMORANDUM

City Manager's Office



DATE: March 17, 2020
TO: Mayor and Council
THROUGH: Steve McHarris, Interim City Manager *Steve McHarris*
FROM: Ashwini Kantak, Assistant City Manager
SUBJECT: Novel Coronavirus/COVID-19 Update

OVERVIEW

The health of our employees, residents, and businesses remains the highest priority for the City of Milpitas. Protecting our health is essential so that we can continue to effectively provide City services to our community.

The [County of Santa Clara](#) announced a [“shelter-in-place” order](#) yesterday, which took effect this morning. This order was made in light of the growing number of confirmed cases of COVID-19 in Santa Clara County and our mutual goal of slowing the spread of the virus. This order included all local government agencies and private businesses. It directs that we cease all non-essential operations at physical locations, prohibit all non-essential gatherings of individuals, and cease non-essential travel.

This is a rapidly evolving situation and is changing daily. The County continues to update its guidance, which can be viewed [here](#). The County also has expanded its [comprehensive FAQ](#) that addresses many of the questions about this order.

MILPITAS RESPONSE AND PREPARATIONS

Much of the following information has been sent via email to the City Council at 5:07 pm yesterday. We continue our preparations, response, and plans regarding the outbreak of the novel coronavirus and the COVID-19 disease in Santa Clara County in collaboration with the Santa Clara County Department of Public Health.

In response to the County's order, Milpitas has elevated to Stage 5 (Extremely High Response) of our Pandemic Management Plan. The shelter-in-place order went into effect at 12:01 a.m. today, March 17, and it will be in effect for at least the next three weeks through Tuesday, April 7.

Stage 5 calls for the suspension of all non-essential City programs and services, the closure of City facilities, and full activation of the City's Emergency Operations Center (EOC), which we had already partially activated. EOC and Senior Management staffs have been working throughout the past weekend to complete our continuity of operations (COOP) plan, and we will provide more detail about the COOP in an upcoming message to our employees.

Our City's emergency measures allow us to meet the top four priorities of our Pandemic Response Plan:

1. **Protecting Our People:** Ensuring the safety and well-being of our employees.
2. **Continuity of Essential City Operations:** Sustaining delivery of critical City services.
3. **Effective Communication:** Ensuring timely and consistent communication internally with our employees and externally with our community.
4. **Support the Santa Clara County Public Health Department:** Provide resource and communication support to assist the County Public Health Officer, the County, and all our partners in mutual commitment to protect the people of our communities.

Based on these priorities the City is completing evaluation of which employees need to come in to work to provide essential services. Other employees have now been asked to work remotely and in cases where this is not possible, staff is recommending temporary emergency pay for employees starting March 17 through April 7, subject to Council approval on March 17, and pending any other federally mandated leave related to this public health emergency.

Effective Tuesday, March 17:

- **All City facilities will be closed to the public.** All in-person meetings are cancelled. This also includes meetings of Boards, Commissions, and Committees. Accommodations will be made to hold any essential meetings virtually rather than in person.
- **The March 17 City Council meeting has been set up for Council and required staff to call in.** As required by the Brown Act, a publicly accessible viewing space will be set up in the Milpitas Senior Center (Room 140/141) to allow for social distancing among all attendees. The public can also livestream the meeting and virtually provide [public comments](#) during the meeting. <https://zoom.us/j/475849055>
- **Community programs and gatherings are cancelled** and may be rescheduled for a later date.
- **The Emergency Operations Center is at full activation** and is meeting daily via teleconference.
- **The Community Development Roundtable scheduled for March 19 is postponed.** A new date has not yet been set. Anyone with questions about this should contact Rachelle Currie in the City Manager's Office at rcurrie@ci.milpitas.ca.gov.
- **All Recreation and Community Services facilities are closed to the public** and all programming is suspended until further notice.
- **The Senior Nutrition Program is continuing to provide To-Go lunches to seniors;** based on the March 16 public health shelter-in-place order this format is under evaluation and may be revised

shortly. The City is going to a staggered lunch distribution format per the County's Nutrition Services.

- **The Permit Center is closed for all in-person service** from Tuesday, March 17, through Tuesday, April 7, 2020. Inspection services will also be significantly curtailed by the end of the week. Please see the full updates [here](#).

PUBLIC INFORMATION

The City continues to regularly update its [COVID-19 webpage](#) that we have established for information about coronavirus and how we are proactively responding in Milpitas. We will continue our regular public updates on Tuesdays and Fridays through our social media accounts on Facebook, Nextdoor, and Twitter.

The City of Milpitas reminds our community, our colleagues, and our partners that a person's risk for COVID-19 is not related to their race, ethnicity or culture. We are all in this together, and together we will get through it. City employees must abide by the City's Discrimination and Harassment policy and treat colleagues and members of the public with courtesy and respect. Discrimination and/or harassment of any kind is a violation of these policies and will not be tolerated.

These are extraordinary times, and we are immensely proud of our City staff who have been working hard and smart to meet these new challenges with dedication and creativity. We will be called upon to adjust to new working conditions and constantly evolving and demanding conditions, and are confident that our City employees and our Milpitas community will continue to meet this challenge together to protect the health, safety, and economy of Milpitas and our region.